



STATE OF CONNECTICUT

OFFICE OF EARLY CHILDHOOD



Connecticut Office of
Early Childhood

Dannel P. Malloy
Governor
Nancy Wyman
Lt. Governor

Myra Jones-Taylor, Ph. D.
Commissioner

EMPLOYMENT OPPORTUNITY

Durational Project Manager for Accountability and Reporting Preschool Development Grant

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| Open To: | The Public |
| Location: | 165 Capitol Avenue, Hartford, CT 06106 |
| Hours: | 8:00 a.m. – 4:30 p.m. |
| Job Posting #: | #008 - 110686 |
| Salary Range: | \$80,261 to \$109,428 (salary is contingent on experience) |
| Closing Date: | Open Until Filled |

The Office of Early Childhood (OEC) invites candidates with expertise and experience in the area of effective program and grants management to apply for this position, in which the incumbent will work with the Preschool Development Grant. Duties of the position include, but are not limited to: coordinating, monitoring and supervising program development; data collection and reporting; providing technical support to the systematic gathering and documentation of evidence from sub-grantees and early learning providers in order to improve program quality through learning as well as to address accountability requirements of the grant.

We are seeking a team player who is motivated and excited to work in a dynamic and growing agency and who has demonstrated the ability to utilize data to monitor and track early childhood programs and services.

General Statement of Duties:

The incumbent will also be responsible for effectively planning and implementing the accountability system as mandated in the grant application, and in accordance with the Preschool Extension Grant guidelines and mandates. The incumbent will report to the Manager of the Quality Improvement Rating System. **(This is a two year Durational Project Manager position with an end date of January 31, 2017.)**

Example of Duties:

- Coordinate, monitor, and supervise data collection efforts of all funded programs.
- Coordinate, develop and complete all federal reports under the above mentioned grant.
- Coordinate professional development activities for the Sub-grantees and their early learning providers.
- Convene and hold regular Continuous Quality Improvement (CQI) Team meetings composed of the school readiness liaisons from each of the participating communities.
- Develop and make policy and practice recommendations that will align research with practice and improve collective understanding of high quality preschool programs.
- Provide capacity building support to the communities and identify further training needs and opportunities for program improvement that may be disseminated statewide.
- Support data analysis at the community and state levels to assist in reporting, decision making, accountability, and lessons learned.
- Coordinate with school readiness liaisons and community program/research teams in developing best practices and sharing lessons learned and experiences between Sub-grantees.
- Collect and analyze all data from Sub-grantees that will lead to identification of strengths and improvement strategies.
- Utilize community based and participative monitoring and evaluation approaches.
- Apply procedures and knowledge of accountability standards and accreditation systems to the improvement of program quality and for optimal monitoring of grant programs.
- Design and prepare assessment, accountability, achievement and demographic reports in order to disseminate information to stakeholders and meet state and federal requirements.
- Interprets and implements legislative requirements to assure compliance with all local, state and federal laws.
- Instructs and provides assistance to county, district and school personnel on how to perform the tasks related to assessment and accountability of the grant funded programs.
- Develop and implement staff training regarding assessment and accountability data collection and procedures.
- Perform other duties assigned by supervisor.

Knowledge, Skill and Ability:

- B.A. or M.A. in Public Policy, Human Services, Education, Early Childhood or related field and at least 5 years' experience is preferred.
- Demonstrated experience and skill in provision of training and technical support related to data collection.
- Demonstrated skill in analysis of data for the purpose of program evaluation.
- Demonstrated skill and experience in development of evaluation and accountability systems aligned with grant requirements and guidelines.
- Demonstrated skill and significant experience developing, managing and reporting on grant program success and challenges.
- Demonstrated knowledge and skills in facilitation and public presentations.
- Strong verbal and written skills.

Application Procedure:

All required documents must be received by close of business on the closing date in order to be considered for an interview. Interested candidates should reference job announcement #008-110686 in the application materials and submit the following documents to address listed below:

1. A letter of application and resume with details of experience and training.
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.

If you are a State employee, please submit a copy of your two most recent service ratings in addition to the above documents.

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER